



# CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.)

## Proof for Implementation of Guidelines of Statutory/Regulatory Bodies

### Introduction

Christian College of Engineering & Technology (CCET) is deeply committed to the safety and well-being of its students and staff. This dedication is demonstrated through the establishment and active involvement of various committees focused on upholding guidelines issued by statutory and regulatory bodies. These committees address essential issues such as the protection and support of SC/ST students, prevention of ragging, and handling of sexual harassment complaints. This document provides evidence of CCET's effective implementation of these guidelines during the academic year.

### Anti SC/ST Harassment Committee

#### Preamble:

The Anti SC/ST Harassment Committee at CCET is a dedicated body aimed at protecting the rights and interests of Scheduled Castes and Scheduled Tribes students. It serves as a crucial support system, addressing grievances related to discrimination and harassment faced by SC/ST students within and outside the college premises.

#### Objectives:

- Provide a safe space for SC/ST students to express concerns freely.
- Address complaints of discrimination and harassment effectively.
- Safeguard the rights and well-being of SC/ST students.
- Ensure equitable access to educational opportunities and resources.

#### Composition and Responsibilities:

The committee consists of designated officials, faculty members, non-teaching staff, and student representatives from each academic program. Its responsibilities include receiving and resolving grievances, conducting inquiries, recommending actions to the Principal, and ensuring these recommendations are implemented. Strict confidentiality is maintained throughout the process, and regular reports are submitted to the Principal.

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## Meetings and Actions:

The committee meets regularly, typically twice a year, with additional meetings as needed. Key actions include creating accessible avenues for grievance submission (both online and offline), raising awareness about anti-discrimination measures, and ensuring a prompt response to all reported issues.

## Anti-Ragging Committee

### Objective:

The Anti-Ragging Committee at CCET plays a vital role in preventing ragging within and outside the college premises. It adheres to UGC guidelines and other relevant regulations to ensure a safe and welcoming environment for all students.

### Composition and Responsibilities:

This committee comprises members such as the Principal, Vice Principal, faculty members from diverse departments, and a student representative. Their responsibilities include closely monitoring the implementation of anti-ragging policies, conducting regular inspections, maintaining accurate records of complaints, and taking decisive action against any perpetrators of ragging.


### Meetings and Actions:

The committee meets regularly to review the effectiveness of anti-ragging measures, discuss received complaints, and promote awareness about the harmful effects of ragging. They actively work towards preventing ragging through various actions, such as conducting orientation sessions for new students, posting informative posters, and maintaining a helpline for reporting incidents.

## Anti Sexual Harassment Committee

### Objective:

The Anti Sexual Harassment Committee at CCET addresses complaints of sexual harassment, fostering a safe learning and working environment for all students, staff, and faculty members. The committee operates in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, as well as UGC regulations.

  
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## Composition and Responsibilities:

The committee includes a presiding officer, coordinator, faculty members, and staff representatives. It receives and processes complaints, conducts thorough inquiries, provides respondents with opportunities to present their perspectives, and recommends appropriate actions based on the investigation's findings. Comprehensive records of all complaints and actions taken are meticulously maintained.

## Meetings and Actions:

The Anti Sexual Harassment Committee meets regularly to identify objectives, review submitted grievances, and discuss awareness programs. Their efforts include establishing multiple channels for complaint submission, such as email, dedicated helpline numbers, and physical drop-boxes. Regular training sessions and communication initiatives are conducted to inform the entire college community about the complaint mechanism and procedures.

## Conclusion

CCET's commitment to implementing guidelines established by statutory and regulatory bodies is evident in the structured functioning of its committees. The Anti SC/ST Harassment Committee, Anti-Ragging Committee, and Anti Sexual Harassment Committee work diligently to create a safe, equitable, and respectful environment for all members of the college community. These committees not only address grievances but also proactively promote awareness and prevention measures, ensuring compliance with legal regulations and fostering a supportive learning environment for all.



  
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## Minutes of the Meeting - Student Grievance Committee

**Date:** 22-08-2022

**Venue:** Principal's Office

**Members Present:**

1. Dr. S. Durairaj - Principal and Chairperson
2. Dr. R. Rajalakshmi - Associate Professor, Dept of S&H
3. Mrs. Kavithadevi - Assistant Professor, Dept of ECE
4. Dr. P. Tharcis - Associate Professor, Dept of ECE
5. Mr. Y. Paulraj - Assistant Professor, Dept of Civil
6. Mrs. A. Kanagavalli - Assistant Professor, Dept of Civil
7. Dr. Nirmala Baby - Professor, Dept of S&H

**Agenda:**

1. Review of grievances received during the academic year 2022-23.
2. Direction of complaints to appropriate committees including statutory/regulatory committees.
3. Discussion on making the grievance redressal mechanism more robust.
4. Planning further efforts to enhance the grievance redressal process.

**Proceedings:**


The meeting commenced with the Principal and Chairperson welcoming all the members and appreciating their attendance and commitment.

**1. Review of Grievances:**

- The committee reviewed the grievances received during the academic year 2022-23. It was noted that no serious actionable concerns were reported by the students. Most of the grievances were minor and were resolved promptly.

**2. Direction of Complaints:**

- It was discussed and agreed that any complaints that fall under specific categories should be directed to the appropriate committees, including the statutory/regulatory committees, for further action. This ensures that each grievance is addressed by the most relevant body.

  
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### 3. Discussion and Deliberation:

- The committee deliberated on the minor complaints received. After thorough discussion, it was concluded that there were no significant cases that required further action.

### 4. Enhancing the Grievance Redressal Mechanism:

- The committee discussed ways to make the grievance redressal mechanism more robust. It was decided to:
  - Increase awareness among students about the grievance redressal process.
  - Ensure that the complaint submission process is straightforward and accessible.
  - Regularly review and update the grievance redressal policies.

### 5. Further Efforts:

- Plans were made to conduct workshops and seminars to educate students about their rights and the grievance redressal mechanisms in place. The importance of a supportive environment where students feel comfortable reporting grievances was emphasized.

The meeting concluded with a vote of thanks to the Chairperson and the members for their valuable contributions.


### Action Points:

1. Direct relevant complaints to the appropriate committees including statutory/regulatory committees.
2. Increase awareness about the grievance redressal process among students.
3. Simplify the complaint submission process.
4. Regularly review and update grievance redressal policies.
5. Conduct workshops and seminars on student rights and grievance redressal mechanisms.

The minutes of the meeting are hereby documented and will be followed up in subsequent meetings.

### Signed:

Principal  
Christian College of Engineering & Technology

  
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